



Office Of The Sheriff
Allegany County
Maryland

GENERAL ORDER NO: **2-500.00**

TO: All Patrol and Judicial Personnel

RE: **Use of County Credit Cards**

PURPOSE: Guideline for the use of Allegany County Credit Cards.

EFFECTIVE DATE: 2005

REVISION DATE: 3/1/2016

2-501.00 Allegany County Credit Cards

.01 Members of the Allegany County Sheriff's Office are required on occasions to travel. Because such travel is at the County's expense, the County does not pay for travel time outside of the normal business hours.

A. Due to the many schools and training courses that members of the Allegany County Sheriff's employees must attend, the use of a County credit card is imperative. The use of a County credit card also provides better security than vouchers; this will prevent the possibility of fraudulent records.

B. Those Employees who have received County credit cards agree to use the cards for County-related business. Cash advances on credit cards are prohibited and will result in cancellation of the credit card.

C. Charges made on a County credit card will be followed by submitting receipts for such purchases. These receipts will show the following

1. Date of purchase
2. Place where expenses were incurred
3. County purpose
4. Amount
5. Name of county employee or employees involved

D. The County requires detailed receipts for all credit card charges along with an expense report.

- E. County credit cards will be used for lodging, meals and travel related expenses for County business.
- F. No alcoholic beverages are to be purchased with County funds. If a spouse accompanies the Employee to a seminar, dinner, etc., the spousal expense is borne by the Employee.

.02 County fuel credit cards are issued for the purpose of purchasing fuel for county vehicles. These cards will only be used for this purpose.

- A. In an emergency situation, where a service station cannot be located for an available fuel credit card, then the use of another county credit card may be used.

2-502.00 Travel Expenses

.01 The County Finance will reimburse expenses incurred by Employees on Official County Business. Mileage reimbursement will be based on the IRS standard mileage rate for use of a personal vehicle, effective January 1, 2001; meals at \$10.00 for breakfast, \$15.00 for lunch, and \$20.00 for dinner, with documentation to be submitted with the Expense Report or itemized credit card statement and receipts. The Sheriff may waive meal allowance policies when an Employee is required to travel in a high-cost area.

.02 The Sheriff is authorized to approve travel which involves a cost not to exceed \$500. If the request exceeds \$500, approval shall be obtained from the Finance Director, who will confirm that funds are budgeted. If the request exceeds \$1,000, approval shall be obtained from the County Administrator.

.03 All expenses for travel and related expenses must be approved by the Sheriff.

By Order Of:

Craig A. Robertson, Sheriff